



Meeting of experts on wage policies, including living wages

Geneva, 19 - 23 February 2024

► Working Methods

Standing orders governing the meeting of experts

- The meeting of experts on wage policies, including living wages is governed by the [Standing Orders](#) for meetings of experts adopted by the Governing Body at its 334th Session (November 2018).

Composition and format of the meeting

- The meeting will be composed of 24 experts in total, eight from each of the Government group, the Employers' group and the Workers' group.
- Each of the 24 experts may be accompanied by one adviser. Advisers may participate in the group meetings and may sit next to the expert in the meeting room but will not be allowed to take the floor during the general discussion and the drafting sessions. An expert may appoint his or her adviser to act as his or her substitute during specific sittings by notifying the Chairperson in writing. In that case, substitutes may take part in the debates under the same conditions as experts.
- All experts will participate in person at the ILO premises in Geneva.
- The secretariats of the Employers' and Workers' groups may participate in the meeting and may intervene in the debates.
- A Chairperson shall be an independent person with expertise on the matter covered by the meeting and shall be selected by the International Labour Office. In addition to the Chairperson, the Officers of the meeting shall consist of three Vice-Chairpersons respectively elected from among the experts or their advisers in each of the three groups. The Vice-Chairpersons shall be appointed at the Opening sitting of the meeting.
- The Chairperson shall direct the debates, maintain order and ensure the efficient conduct of deliberations.
- The working languages for the meeting will be English, French and Spanish.

Participation of Observers

- Interested governments may attend the meeting as observers without speaking rights (one observer per government). Interested governments should express their interest in attending the meeting by 9 February 2024.
- Persons representing official international organizations who have been invited by the Governing Body to be represented at the meeting as observers may, with the permission of the Chairperson, address the meeting. Observers representing international organisations wishing to address the meeting should express their interest by sending an email to workqualitymeeting@ilo.org by 16 February 2024.
- Persons representing international non-governmental organizations may attend the meeting as observers. The Chairperson may, in agreement with the Vice-Chairpersons, permit such observers to make or circulate statements for the information of the meeting on matters included in its agenda. Observers representing non-governmental international organizations wishing to address the meeting should express their interest by sending an email to workqualitymeeting@ilo.org by 16 February 2024.

Tentative plan of work

- In accordance with the tentative plan of work and guided by the points for discussion, it is proposed that the sittings on the first two days of the meeting serve as a general discussion among the experts.
- Based on the views expressed during the first two days of discussions, the Office will elaborate a set of *draft conclusions* which will be shared with the experts at the end of day two in English, French and Spanish.
- The remaining three days will be devoted to revising the draft conclusions with a view to reaching an agreement on the *final conclusions*.
- In accordance with the tentative plan of work, group meetings with interpretation have been scheduled twice a day.
- The final conclusions will be submitted to the 350th Session of the Governing Body (March 2024). The Governing Body would be requested to discuss the outcome of the meeting with a view to deciding on appropriate follow-up action.
- A summary record of proceedings of the meeting reflecting the views expressed by the experts will be prepared by the secretariat of the meeting. The summary record of proceedings will be sent to all participants after the meeting (tentatively scheduled to be sent by 15 April 2024) giving them the opportunity to ask for corrections to statements made by or attributed to them.

General discussion: Indicative speaking time limits¹

Opening statements & Point for discussion 1 (combined)

- Vice-Chairpersons – **15 minutes each** (opening remarks); **5 minutes** (closing remarks)
- Government experts – **7 minutes each**
- International organizations and international non-governmental organizations – **3 minutes each** (statements to be made by organizations are restricted to general statements and would not refer to the points for discussion)

Point for discussion 2

- Vice-Chairpersons - **10 minutes each** (opening remarks); **3 minutes** (closing remarks)
- Government experts – **5 minutes each**

Point for discussion 3

- Vice-Chairpersons - **10 minutes each** (opening remarks); **3 minutes** (closing remarks)
- Government experts – **5 minutes each**

Point for discussion 4

- Vice-Chairpersons - **10 minutes each** (opening remarks); **3 minutes** (closing remarks)
- Government experts – **5 minutes each**

Statements

- To guarantee accurate and faithful interpretation and reflection in the summary of proceedings, it is proposed that all statements reach workqualitymeeting@ilo.org following group meetings and before the sittings on days 1-2.

¹ While the Vice-Chairperson of the Government group has the opportunity to make statements on behalf of the Government group during the sittings, such statements remain optional should the preferred option be for individual statements to be made by the government experts.

Drafting Sessions

- For the purposes of drafting, the text of the draft conclusions will be displayed on the screen in **ENGLISH** only.
- The text will be projected in Microsoft Word. Suggestions for change will be introduced as follows, using the **track change** option:
 - Government experts: **GREEN** (with group or country initials in parenthesis)
 - Employer' group: **BLUE**
 - Workers' group: **YELLOW**
- French and Spanish versions of the text, as revised, will be shared following the meeting on Wednesday 21, Thursday 22 and Friday 23 February 2024.
- Decisions shall be taken by consensus. Experts shall make every effort to reach an agreement that is generally accepted so that a decision can be adopted without formal objections. Any text for which agreement cannot be reached will be placed in square brackets and reverted to at an appropriate time. In such cases, any dissenting positions or reservations shall be placed on record without, however, constituting an impediment to the adoption of the decision in question.
- Consensus is characterized by the absence of any objection presented by a delegate as an impediment to the adoption of the decision in question. It is for the Chairperson, in agreement with the Vice-Chairpersons, to ascertain the existence of a consensus.